



**TUITION REFUND PROGRAM
APPLICATION FOR COURSEWORK/DEGREE APPROVAL**

Last Name	First Name	Initial	Social Security #	Work Ph. Number	School Name
-----------	------------	---------	-------------------	-----------------	-------------

SECTION A
DEGREE APPROVAL

Department	Dept./Div./Loc.# ____/____/____	Employee Status Code	Date of Hire	Date Classes Start	Date Classes End
Attach a copy of the curriculum listing all degree requirements if this is the initial request for degree approval. If degree approval has been received on prior tuition refund application, please provide date of approval _____.					
TITLE OF DEGREE/PROGRAM SOUGHT _____ MAJOR _____ Estimated Program Cost \$ _____					
Approved _____ Disapproved _____ Department Director Signature _____ Print Name _____					

SECTION B
COURSEWORK APPROVAL

To be completed by the employee (complete this section for all coursework)								Department use only				Employee Relations Department use only				
Course Code #	Complete Course Title	Credit Hrs.	Tuition Cost (TC)	Financial Aid Amount (Attach award letter)		Course★			County Related (Circle One)	Coursework Approval		Dept. Dir./ Designee Initials	Date	Grade	Refund Amount (50% of TC minus Grants)	Refund Date
				Loan	Grant	U	G	O		App.	Dis.					
									Y/N							
									Y/N							
									Y/N							
									Y/N							
									Y/N							

★U – Undergraduate, G – Graduate, O – Other

TOTAL COST \$ _____	TOTAL REFUND \$ _____
----------------------------	------------------------------

Explain how this coursework or attainment of this degree will further the achievement of your career goals within Miami-Dade County. Attach additional sheets if necessary.

STATEMENT OF DISCLOSURE

It is my intent to remain employed with Miami-Dade County for a minimum of one year following completion of this coursework. If I terminate prior to the expiration of this period, I will reimburse the County for funds received during the final year of employment through my final paycheck. If the final paycheck is insufficient, a repayment schedule will be established. No reimbursement will be required for lay-off situations. Also, in signing this form, I certify that no other educational financial assistance (excluding student loans) **such as** scholarships, fellowships, grants, and/or veterans benefits is being applied toward payment of the tuition costs indicated above, and I authorize Miami-Dade County to obtain access to my Financial Aid records at _____ (name of Educational Institution). I understand that failure to **strictly comply with these mandatory financial disclosures and any misrepresentation of any of the information contained in this application shall result in the denial of tuition refund and may result in criminal prosecution and/or disciplinary action up to and including dismissal from the County service.**

Signature of Applicant

Date

VERIFICATION OF SATISFACTORY PERFORMANCE EVALUATION

This is to certify that the above-mentioned employee is a full time career employee with the completion of 13 pay periods of full time employment with the County and an overall performance evaluation of "Satisfactory" or higher on the latest performance evaluation preceding the beginning of classes applied for on this application. In the event an employee has not received at least a "Satisfactory" evaluation, explain briefly how course will improve their performance.

Signature of Immediate Supervisor

Date

DATE _____ **REFUND DISBURSEMENT APPROVAL**
DATE _____ **INCOMPLETE (PENDING INFORMATION)**

SIGNATURE OF COORDINATOR

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS

DISTRIBUTION: WHITE – EMPLOYEE RELATIONS DEPARTMENT • YELLOW – DEPARTMENTAL TUITION REFUND LIAISON • PINK - EMPLOYEE

TUITION REFUND PROGRAM

POLICY

In accordance with Administrative Order 7-4, the Tuition Refund Program was established to encourage County employees to improve their effectiveness by obtaining additional training. The program provides 50% of tuition costs for approved coursework which will enable employees to improve their performance in their current positions, prepare them for increased responsibilities, and provide opportunities for career advancement within Miami-Dade County.

ELIGIBILITY

All full-time career employees with completion of 13 pay periods of full time employment with the County who have achieved an overall evaluation of “Satisfactory” or higher on the latest employee performance evaluation preceding the beginning of classes are eligible to participate in the program. Exception: an employee whose overall evaluation is less than “Satisfactory” may be eligible if coursework is related to specific area of weak performance. Exempt employees must have received a satisfactory rating from their supervisors on the latest performance review.

QUALIFICATIONS

All employees who take “approved” coursework and achieve a grade that is “C” or higher and is acceptable by the school as a passing grade, will be entitled to a refund of 50% of tuition costs upon completion of the course. Where no grade is given, a certificate of “passing”, “satisfactory”, or “completed” will be accepted. Employees receiving financial assistance including scholarships, fellowships, grants, and/or Veteran’s benefits will be eligible for 50% of tuition costs after the financial assistance has been applied to the tuition cost.

TUITION COSTS

Tuition is the fee for instruction and does not include text books, exams, audit fees, or any other expenses.

HOW TO OBTAIN REFUND

1. Complete the reverse side of this form and submit with attachments (Degree program requirements, coursework schedule, deferred payment and financial aid documents when applicable) to your immediate supervisor no later than 30 days following the start of classes.
2. No later than 30 days from the receipt of your grades, submit your tuition invoice and official grade notification to your Departmental Personnel Representative (DPR).
3. You will receive reimbursement within approximately four weeks after all requirements are satisfied and documents are received by the Program Coordinator, Employee Relations Department.

Contact your Departmental Personnel Representative for any questions related to the program.